

CIRCULAR.

REQUISITIONS FOR BOOKS AND BLANKS.

1887.

Department No. 42.

Division of S., P., and B.

Treasury Department,

OFFICE OF THE SECRETARY,

Washington, D. C., April 4, 1887.

I. Requisitions from customs officers for forms contained in the catalogue, No. 995, should be made upon Form 996, and be addressed to the Secretary of the Treasury.

(b.) Nothing should be asked for in such requisitions except the forms catalogued.

(c.) The catalogue number, quantity desired, and title only need be given; sizes should be omitted.

(d.) The numbers should be arranged progressively and be given in *figures*.

(e.) When a less number than 100 of a blank is desired, it should be ordered by the 5, 10, 20, 25, 50, or 75.

(f.) When a form cannot be indicated by the catalogue, a copy (if a blank) or a leaf (if a book) should be forwarded.

(g.) Letters of transmittal should not be forwarded with requisitions for blank forms, as when the latter are properly prepared they explain themselves.

II. Officers will order as follows: *Weekly*.—Collectors of Customs at Naval-Office ports. *Monthly*.—Naval Officers, Surveyors, and Appraisers at Naval-Office ports. *Quarterly*.—Collector of Customs at Chicago, Ill. *Semi-Annually*.—All chief officers of the customs not named above, Shipping Commissioners, Assistant Treasurers, National Bank Depositories, Superintendents Life-Saving Stations, Surgeons Marine-Hospital Service, Officers of the Revenue Marine, and Inspectors of Steam-Vessels. *Annually*.—Receivers of Public Moneys.

(b.) Semi-annual requisitions should be made April 1 and October 1, and should state that they are for the six months ending SEPTEMBER 30 or MARCH 31. Should forms be needed during a preceding March or September, the regular half-yearly requisition may then be made, the object being to limit requisitions to two per year.

(c.) Cashiers of National Bank Depositories should order Form No. 1 (Certificates of Deposit) at least two months before it is needed for use.

(d.) Officers who are required to send moneys by express for deposit with United States Depositories may make requisition at any time for books of "Express Receipts and Way Bills;" but such requisitions should invariably be made upon, and sent direct to, the Secretary of the Treasury. ("No more than one book at a time will be furnished to each officer entitled thereto."—Department Circular No. 56 of 1879.)

(e.) Only the forms actually needed, and the probable quantity of each required during the period covered by the requisition, should be requested.

(f.) Supplementary requisitions should be avoided as far as possible, but when made should contain an explanatory note.

III. When books or blanks not catalogued are desired, a full statement as to the necessity that exists therefor should be submitted in every case with the requisition. Specimen leaves of said books should be

marked with the number of quires or leaves desired, if to be paged, indexed, or tagged with ordinary or special schedule, and if the latter the schedule should be given in full. The paper should be made to conform, if possible, to the following regular sizes:

Double folio.....	22	×	34	inches.
Imperial	22½	×	31	inches.
Special.....	21	×	31	inches.
Super-royal	20	×	28	inches.
Double demy.....	20½	×	32	inches.
Double cap	17	×	28	inches.
Double cap.....	16½	×	26	inches.
Royal	19	×	24	inches.
Medium	18	×	23	inches.
Folio	17	×	22	inches.
Demy.....	16	×	20½	inches.
Cap	14	×	17	inches.
Cap	13	×	16½	inches.
Quarto	10	×	16	inches.

Two months must be allowed for the printing of special blanks, *three months* for the preparation of special books requiring *no printing*, and *four months* for books requiring printing.

Special printing should not be requested except when absolutely necessary. The aim should be to lessen rather than increase the number of forms; to simplify rather than complicate the manner of doing business.

IV. Articles of *stationery* must not be included in requisitions for blank forms, nor should *blank forms* be ordered in stationery requisitions.

V. Requisitions should be properly briefed (the name of chief officer, and not that of deputy or assistant, be given) before transmittal.

(b.) Letters of notification of transmission of forms should be signed, briefed, and promptly returned as receipts to the Department.

(c.) Officers who receive blank forms for which they have made no requisition, and for which they receive no letter of transmittal, should promptly notify the Department of the fact.

VI. Suggestions are invited from officers as to changes in forms, including better titles and sub-headings, reducing the size of paper in books and blanks, and the number of leaves in books, the abolishing and consolidating of forms, and such other changes as may be thought desirable.

VII. Any Department regulation heretofore published in conflict with the above is hereby revoked.

C. S. FAIRCHILD,

Secretary.

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